

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



May 18, 2004

## ALL COUNTY INFORMATION NOTICE I-26-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHIEF PROBATION OFFICERS  
ALL CHIEF FISCAL OFFICERS

SUBJECT: REVIEW AND UPDATE OF DATA CONTAINED IN THE CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM

REFERENCE: COUNTY FISCAL LETTER No. 03-04-47, FISCAL YEAR 2003/04  
AUGMENTATION ALLOCATION FOR THE CHILD WELFARE SERVICES PROGRAM

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

The purpose of this letter is to remind counties of the \$8.2 million total funds provided to counties in Fiscal Year 2003/04 for the data entry and update activities associated with the Child Welfare Services Redesign, the Program Improvement Plan (PIP) and the California Child and Family Services Review process authorized by Assembly Bill 636.

The counties are to review and update data already contained in the Child Welfare Services / Case Management System (CWS/CMS) to ensure that newly required data elements are entered correctly and to ensure data quality for accurate measurement of program improvement progress as required in the PIP to avoid federal penalties.

Specifically, counties should focus on improving data quality related to caseload counts in the CWS/CMS with an emphasis on timely closure of placement records for children placed in out-of-home care. It has come to our attention that a number of cases continue to be reported on CWS/CMS where the child's foster care placement episode is open but the child is not currently in a placement home. These cases are known as "limbo" cases. We are continuing to work with the County Data Committee to clarify the "limbo" cases and to identify if further data clean up instructions would be necessary.

Each county must ensure, as part of the data review and clean-up effort, that only appropriate cases be maintained on the system. It is essential that counties take the opportunity of this allocation to insure that this work is done timely and accurately.

If you have questions concerning this allocation, please contact the County Allocations Unit at (926) 657-3806. If you have questions concerning the information in this letter contact your Operations Bureau consultant at (916) 651-8100.

Sincerely,

WESLEY A. BEERS, Chief  
Children's Services Operations & Evaluation  
Children and Family Services Division